

DEPARTMENT OF LABOR
JOB OPPORTUNITY
ASSISTANT LABOR RELATIONS AGENT
LABOR RELATIONS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 38 Wolcott Hill Road, Wethersfield, CT
Job Posting No: 592
Hours: Full-time
Salary: \$77,923 - \$106,240 *
Closing Date: December 6, 2013

Eligibility Requirement: There is no examination requirement for this specific vacancy. Candidates must meet the minimum qualifications as stated below for the General Experience requirement. Please refer to allowable educational substitutions. You must be very specific on your application as to how you meet the General Experience requirement. If you indicate on your application that you are substituting educational experience for some of the general experience requirement you do not have to submit the documentation with your application materials. However, official transcript(s) documenting that you have obtained the necessary credits/degree(s) must be on file with our office before an offer of employment can be made. This documentation should be sent from the educational institution to the application address below.

Knowledge, Skills and Abilities: Considerable knowledge of National Labor Relations Act, state acts governing labor relations and administrative and judicial case law; considerable knowledge of relevant agency policies and procedures; considerable knowledge of contract and grievance mediation, conciliation and arbitration methods and procedures; considerable knowledge of mandatory, permissive and illegal subjects of bargaining; knowledge of concepts and terms used in labor relations; knowledge of functions of other state and federal labor related agencies; considerable interpersonal skills; considerable oral and written communication skills; negotiating skills; investigative ability; ability to apply law to facts.

Examples of Duties: Investigates and seeks to resolve any prohibited practices, complaints or representation petitions arising under Labor Relations Act, Municipal Employee Relations Act, State Employee Relations Act and School Board - Teacher Negotiations Act; convenes conferences and determines truth and accuracy of information from employers, union representatives and employees in order to settle dispute; makes recommendations for necessary action by the Board; mediates disputes connected with unfair and prohibited labor practices and representation cases; investigates federal and state case law and proposes comprehensive solutions to disputed issues; writes proposed settlement agreements and/or reports of findings and recommendations; conducts pre-trial evidentiary hearings to stipulate facts and issues; arranges and conducts elections to determine unit parameters and appoint representatives for bargaining purposes in accordance with existing legislation; performs related duties as required.

General Experience: Eight (8) years of experience in professional labor relations or human resource management involving responsibility for employee relations or collective bargaining issues.

Substitution Allowed: (1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. (2) A Master's degree in industrial or labor relations may be substituted for one (1) additional year of the General Experience. (3) A law degree with courses in arbitration, alternative dispute resolution, labor law or administrative law may be substituted for two (2) additional years of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

*New hires to State employment normally start at the minimum of the range.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current state employees are required to submit their last two service ratings. Current Department of Labor employees are not required to submit the Pre-Authorization and Release form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 592. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Submit via mail to:

DEPARTMENT OF LABOR – HUMAN RESOURCES
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX NUMBER (860) 263-6699

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained/reviewed at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf